

STAFFING

CITY OF SAN PABLO ORGANIZATIONAL CHART, FY 2013-2014

TOTAL FTE: 156.85

SAN PABLO CITY COUNCIL

CITY ATTORNEY 1.0

0.8 Secretary to the City Attorney

1.8 FTE

CITY MANAGER 1.0

6.5 FTE

ADMINISTRATIVE/CONFIDENTIAL

1.0 Executive Assistant to CM
1.0 Deputy City Clerk
0.2 Secretary to the City Attorney

ASSISTANT TO THE CITY MANAGER 1.0 HR FUNCTIONS/SPECIAL PROJECTS / MANAGEMENT SUPPORT

ASSISTANT CITY MANAGER 1.0 INTERNAL SERVICES (PERSONNEL ADMINISTRATOR) 0.8 Administrative Clerk 0.5 Administrative Intern (P/T)

ASSISTANT CITY MANAGER/ POLICE CHIEF 1.0 EXTERNAL SERVICES

DEVELOPMENT SERVICES MGR 1.0 DEVELOPMENT SERVICES

6.6 FTE

FINANCE MANAGER 1.0 FINANCIAL SERVICES

6.0 FTE

INFORMATION TECHNOLOGY MGR 1.0 INFORMATION TECHNOLOGY SERVICES

3.5 FTE

BUILDING SERVICES (Contract Services) 1.0 Building Inspector

PLANNING SERVICES

0.8 Planning Aide (F/T)
0.5 Program Assistant
0.5 Administrative Intern (P/T)

PERMIT SERVICES

1.0 Senior Permit Technician
0.5 Admin. Secretary
0.8 Administrative Clerk
0.5 Administrative Intern (P/T)

BUDGET & FISCAL SERVICES
1.0 Finance Supervisor
1.0 Accountant
1.0 Fiscal Clerk II
1.0 Fiscal Clerk I
0.5 Financial Advisor (P/T)
0.5 Admin. Intern (P/T)

RISK MANAGEMENT Municipal Pooling Authority (MPA)

INFO. TECHNOLOGY SERVICES
1.0 Info. Tech. Administrator
1.0 Info. Tech. Technician
0.5 Info. Tech. Intern (P/T)

COMMUNITY SERVICES MGR 1.0 COMMUNITY SERVICES

35.15 FTE

RECREATION SERVICES
1.0 Recreation Supervisor
1.8 Recreation Coordinator
1.0 Administrative Clerk I
0.5 Program Assistant (P/T)
3.75 Building Attendant (P/T)
14.0 Recreation Staff (P/T)
0.5 Art Gallery Curator (P/T)
SENIOR SERVICES
.25 Recreation Supervisor
1.0 Sr. Center Services Aide
1.0 Administrative Intern (P/T)
2.5 Building Attendant (P/T)
YOUTH SERVICES
1.0 Community Services Coord.
1.0 Program Coordinator
0.5 Program Assistant (P/T)
0.5 Administrative Intern (P/T)
PARATRANSIT
.25 Recreation Supervisor
1.0 Sr. Center Services Aide
2.6 Paratransit Drivr (F/T, P/T)

PUBLIC WORKS DIRECTOR 1.0 PUBLIC SERVICES

20.8 FTE

ENGINEERING
1.0 PW Mgr/Engineering Svcs
1.0 Sr. Public Works Inspector
1.0 Assistant Engineer
0.5 Administrative Secretary
PW MAINTENANCE DIVISIONS
1.0 PW Mgr/Maint & Parks
2.0 Sr. Maintenance Worker
4.0 Maintenance Worker III
2.5 Maintenance Worker I
3.0 Maintenance Aide (P/T)
ENVIRONMENTAL PROGRAMS
1.0 PW Mgr/Environmntl Progs
1.0 Maintenance Worker III
0.5 Maintenance Worker I
0.8 Environmntl Prog Analyst
0.5 Environmntl Prog Analyst (P/T)

POLICE CAPTAIN 1.0 POLICE DEPARTMENT

76.5 FTE

PD MANAGEMENT
3.0 Police Lieutenant
SWORN STAFF
9.0 Sergeant
40.0 Police Officer

NON-SWORN STAFF
1.0 Administrative Analyst
1.0 Executive Assistant
6.0 Police Service Technicians
3.0 Police Service Assistants
7.0 Police Admin. Clerk II
1.0 Maintenance Worker II
0.5 Background Investigtr. (P/T)
0.5 Comm. Liaison Officer (P/T)
1.5 School Crossing Guard (P/T)

CODE ENFORCEMENT
1.0 Building Inspector



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Budgeted FTE Counts, FY 2013-2014

Department & Budget Number	FTE	Job Classification	Labor Unit
CITY COUNCIL (#1110)	-	City Council Members	Elected Officials
Total	-		
CITY ATTORNEY (#1210)	1.00	City Attorney	Contract Employee
	0.80	Secretary to City Attorney	Confidential
Total	1.80		
CITY MANAGER (#1310)	1.00	City Manager	Contract Employee
	1.00	Assistant City Manager	Executive Management
	1.00	Assistant to the City Manager	Division Managers
	1.00	Executive Assistant	Confidential
	1.00	Secretary/ Deputy City Clerk	Confidential
	0.20	Secretary to City Attorney	Confidential
	0.80	Admin Clerk I	Public Employees' Union, Local One
	0.50	Administrative Intern	Part Time
Total	6.50		
INFORMATION TECHNOLOGY (#1330)	1.00	Information Technology Manager	Division Managers
	1.00	Information Technology Administrator	AIE
	1.00	Information Technician	AIE
	0.50	Administrative Intern	Part Time
Total	3.50		
YOUTH SERVICES DIVISION (#1350)	0.40	Community Services Manager	Division Managers
	1.00	Youth Services Program Coordinator	AIE
	1.00	Community Services Coordinator	AIE
	0.50	Program Assistant	Part Time
	0.50	Administrative Intern	Part Time
Total	3.40		
FINANCIAL SERVICES (#1420)	-	City Treasurer	Elected Officials
	1.00	Finance Manager	Division Managers
	1.00	Finance Supervisor	AIE
	1.00	Accountant	Confidential
	1.00	Fiscal Clerk II	Confidential
	1.00	Fiscal Clerk I	Public Employees' Union, Local One
	0.50	Finance Advisor	Part Time
	0.50	Administrative Intern	Part Time
Total	6.00		



STAFFING

Department & Budget Number	FTE	Job Classification	Labor Unit
RECREATION (#1440)	0.40	Community Services Manager	Division Managers
	1.00	Recreation Supervisor	AIE
	1.00	Recreation Coordinator	AIE
	0.80	Recreation Coordinator	AIE
	1.00	Administrative Clerk I	Public Employees' Union, Local One
	0.50	Program Assistant	Part Time
	0.50	Art Gallery Curator	Part Time
	3.75	Building Attendant	Part Time
	2.50	Recreation Aide	Part Time
	6.25	Recreation Leader I	Part Time
	1.50	Recreation Leader II	Part Time
	1.75	Recreation Specialist I	Part Time
	0.50	Recreation Specialist II	Part Time
	1.50	Sr. Recreation Specialist	Part Time
Total	22.95		
SENIOR SERVICES (#1441)	0.20	Community Services Manager	Division Managers
	0.25	Recreation Supervisor	Part Time (AIE benefits)
	1.00	Senior Center Services Aide	Public Employees' Union, Local One
	1.00	Administrative Intern	Part Time
	2.50	Building Attendant	Part Time
Total	4.95		
PARATRANSIT (#1444)	0.25	Recreation Supervisor	Part Time (AIE benefits)
	1.60	Paratransit Driver (Full-time)	Public Employees' Union, Local One
	1.00	Senior Center Services Aide	Public Employees' Union, Local One
	1.00	Para Transit Driver (Part-time)	Part Time
Total	3.85		
ENGINEERING (#1730)	0.75	Public Works Director	Executive Management
	1.00	Public Works Mgr / Engineering Svcs	Division Managers
	1.00	Assistant Engineer	AIE
	1.00	Senior Public Works Inspector	Public Employees' Union, Local One
	0.50	Administrative Secretary (.05 in 1730 and 0.5 in 1755)	Public Employees' Union, Local One
Total	4.25		
NPDES (#1740)	0.25	Public Works Director	Executive Management
	1.00	Public Works Mgr / Environmental Programs & Special Projects	Division Managers
	1.00	Maintenance Worker III	Public Employees' Union, Local One
	0.50	Maintenance Worker I (0.5 in 1740 and 0.5 in 3110)	Public Employees' Union, Local One
	0.80	Environmental Program Analyst	AIE
	0.50	Environmental Program Analyst	Part Time (AIE benefits)
Total	4.05		



STAFFING

Department & Budget Number	FTE	Job Classification	Labor Unit
DEVELOPMENT SERVICES (#1755)	1.00	Development Services Manager	Division Managers
	0.80	Planning Aide	Public Employees' Union, Local One
	1.00	Building Inspector	Public Employees' Union, Local One
	1.00	Senior Permit Technician	Public Employees' Union, Local One
	0.50	Administrative Secretary (.05 in 1755 and 0.5 in 1730)	Public Employees' Union, Local One
	0.80	Admin Clerk I	Public Employees' Union, Local One
	1.00	Administrative Intern	Part Time
	0.50	Program Assistant	Part Time
Total	6.60		
BUILDING & FLEET MAINTENANCE (#1780)	2.00	Maintenance Worker III	Public Employees' Union, Local One
Total	2.00		
POLICE (#1810)	1.00	Chief of Police	Executive Management
	1.00	Captain	SPPEA (Sworn)
	3.00	Lieutenants	SPPEA (Sworn)
	9.00	Sergeants	SPPEA (Sworn)
	39.00	Officers	SPPEA (Sworn)
	0.45	Officers (funded by C.O.P.S. Grant)	SPPEA (Sworn)
	1.00	Administrative Analyst	SPPEA (Non-sworn)
	1.00	Building Inspector	Public Employees' Union, Local One
	1.00	Executive Assistant	SPPEA (Non-sworn)
	1.00	Maintenance Worker II	Public Employees' Union, Local One
	7.00	Police Administrative Clerk II	SPPEA (Non-sworn)
	3.00	Police Service Assistants	SPPEA (Non-sworn)
	6.00	Police Services Technicians	SPPEA (Non-sworn)
	0.50	Background Investigator	Part Time
	0.50	Community Liason Officer	Part Time
	1.50	Crossing Guard	Part Time
Total	75.95		
POLICE COPS GRANT (#1830)	0.55	Officers (funded by C.O.P.S. Grant)	SPPEA (Sworn)
Total	0.55		
STREET LIGHTING & LANDSCAPING (#2110)	1.00	Public Works Mgr / Maintenance and Park Facilities	Division Managers
	2.00	Sr. Maintenance Worker	Public Employees' Union, Local One
	1.00	Maintenance Worker I	Public Employees' Union, Local One
	1.00	Maintenance Aides	Part Time
Total	5.00		
STREET MAINTENANCE & GRAFFITI (#3110)	2.00	Maintenance Worker III	Public Employees' Union, Local One
	1.00	Maintenance Workers I	Public Employees' Union, Local One
	0.50	Maintenance Worker I (0.5 in 1740 and 0.5 in 3110)	Public Employees' Union, Local One
	2.00	Maintenance Aides	Part Time
Total	5.50		
Full-Time FTE	123.60		
Part-Time FTE	33.25		
GRAND TOTAL FTE	156.85		



STAFFING

DEPARTMENT SUMMARY	
City Council - 1110	-
City Attorney - 1210	1.80
City Manager - 1310	6.50
Information Technology - 1330	3.50
Financial Services - 1420	6.00
Community Services Division	35.15
Paratransit - 1444	3.85
Recreation - 1440	22.95
Senior Services - 1441	4.95
Youth Services Division - 1350	3.40
Development Services - 1755	6.60
Public Works	20.80
Building & Fleet Maintenance - 1780	2.00
Engineering - 1730	4.25
NPDES - 1740	4.05
Street Lighting & Landscaping - 2110	5.00
Street Maintenance & Graffiti - 3110	5.50
Police	76.50
Police Operations - 1810	75.95
Police COPS Grant - 1830	0.55
TOTAL FTE	156.85
CITY TOTALS	
Full-Time Employees	123.60
Part-Time and Seasonal Employees	33.25
TOTAL FTE	156.85

